

**AMERICAN-CANADIAN GENEALOGICAL SOCIETY
MEETING OF BOARD OF DIRECTORS
NOVEMBER 12, 1998**

Call to Order

President Al Hamel opened the meeting at 6:30 p.m. A quorum was present.

Roll Call

Present:

President Al Hamel
Vice President Roland Marchand
Treasurer Gerry Lalond
Director Craig Donais
Librarian Mary Jean Chaput
Director Charles Martel
Director Sam Harris
Assistant Librarian Pauly Labbe
Director Bob Maurier
Director Anne-Marie Perrault
Recording Secretary Carol A. Belmain
Research Department - Constance Hebert

Honorary President Roger Lawrence was excused due to car trouble.
Mary Anna Paquette was absent.

Recording Secretary's Report

There was no report presented by the Recording Secretary due to the cancellation of the October 1998 board meeting.

Treasurer's Report - Gerry Lalond

Mr. Lalond presented his written report; indicating that the Society is working its way to a good cash flow position. See attached report.

Mr. Lalond indicated that there were large expenses anticipated in the future, i.e., repairing the existing heating system. An estimate of \$3,000 to repair 25 leaky valves has been received. Mr. Lalond indicated that only the faulty valves would be replaced, and when the repair work was completed, the repaired valves would be marked as such.

A candy/snack report was presented to the board for review due to the large loss the program is experiencing. After some discussion it was agreed that a sign would be posted near the candy/snack articles indicating that the items were not free and should be paid for upon use. See attached report.

A question from board member Sam Harris to Mr. Lalond re an expenditure on page 3 of his report prompted Mr. Lalond to explain that item 17.9 Other represented the final payment of \$800.01 for Internet services. This payment means that the Society now owns its Internet site.

Anne Marie Perrault asked if the books had been closed on the conference. Mr. Lalond indicated that they had and that an almost \$2,000. loss had been experienced. Ms. Perrault indicated that had a board member been allowed to attend the planning sessions of the conference planning committee, from inception to the conference itself, this (the loss) would not have happened.

Vice-President's Report - Roland Marchand

No report presented.

President's Report - Al Hamel

See attached Buildings and Grounds report.

Corresponding Secretary - Mary Anna Paquette

Written reports for September 1998 and October 1998 were presented for review by the board. See attached reports.

COMMITTEE REPORTS

Acquisitions - Robert Maurier

Mr. Maurier reported that there had not been much activity in this regard, but that some new books were on their way. He reported having visited the Rhode Island society where 3200 films are available. He reported reviewing the Fabien indices of birth, marriages, and deaths in Ontario, Quebec, and Prince Edward Islands. A discussion ensued regarding the purchase of such films. It was reported that there is a storage problem and that new copies had to be made on a regular basis in order to preserve such films.

Buildings & Grounds

President Al Hamel brought up for discussion the fact that the janitor was no longer with the Society. Mr. Lalond indicated that he was not aware of that fact and that he had discussed certain repair jobs with him. The janitor's attitude was one of willingness to do painting in the boiler room and perform other duties. President Hamel asked Mr. Lalond to coordinate the janitor's work hours and assignments.

Computers - Roland Marchand

Mr. Marchand reported that the Latter Day Saints of Jesus Christ computer system was up and running. Mr. Hamel asked what kind of use the computer has had during the time it has been installed. Assistant Librarian Pauline Labbe reported that a sign-up sheet for monitoring the use of the system was in place and that the log sheets could be reviewed at any time. After a discussion and suggestion by Marie Anne Perrault, it was agreed that usage should be logged whenever anyone accessed the system, whether during regular hours or when using the system during "off" hours. See attached report..

Mr. Marchand reported that the PRDH CD's had not arrived at this time. Mr. Hamel reported that he was told there would be a month's delay in shipping.

Mr. Marchand explained his written report regarding the installation of a network system for the PRDH CDs for which the costs outlined totaled \$1,060.

A motion was made by Mary Jean Chaput, Librarian, to approve the expenditures as outlined in Mr. Marchand's report to begin implementation of a network system for use primarily by the library clients. Mr. Marchand requested that the motion be amended to include the purchase of a book, "LAN for Small Libraries" to learn more about local area networks. The motion and the amendment were seconded by Craig Donais. Motion and amendment carried unanimously.

Conferences

Anne-Marie Perrault asked to review the minutes of the Annual Business Meeting held on September 26, 1998, regarding the granting of a life membership to Pauline Cusson. Ms. Perrault felt that Mr. Richard Fortin, who had worked just as hard as Pauline Cusson planning the annual conference, should be rewarded in equal value based on fairness.

There was a discussion on the equity and fairness of this suggestion and the members were asked their opinions as to the policy of granting lifetime memberships to anyone. After a lengthy discussion and majority agreement, President Hamel indicated that there should be a policy established that no life memberships would be

awarded to anyone in the future, but that all those memberships already granted would stand. An alternative was suggested by Craig Donais: a plaque for distinguished service in Mr. Fortin's name could be affixed in a prominent place in the Library to show the Library's appreciation for all his hard work.

Editorial - Anne-Marie Perrault

Ms. Perrault opened for discussion the fact that Henri Gosselin had approached the Editorial Board to publish his recently written novel about the Gosselin Family that originated on the Ile of Orleans. The discussion led to the conclusion that it was favorable for the Society to publish certain books on a pre-paid order basis, but only after the Editorial Board's thorough review and approval of the contents of the material. The Editorial Board was requested to promulgate guidelines, policies, and procedures for presentation to the board during the next meeting.

Ms. Perrault indicated that if this policy was established that it meant the expansion of the Editorial Board to share the work involved.

A motion was made by Anne-Marie Perrault to expand the Editorial Board. The motion was seconded by Mary Jean Chaput, Librarian. Motion carried unanimously.

Library - Mary Jean Chaput

The Librarian's report was presented as distributed through the E-mail. The Librarian requested E-mail addresses of the new members so that she could forward her reports.

Bulletin Board

Anne Marie Perrault asked what had been accomplished in locating the bulletin board which was to be installed in the kitchen area. Mr. Lalond agreed to locate the board and install it in the kitchen area. A general discussion resulted in the agreement that the board would be used by the members to advertise personal and noncommercial items. Commercial advertisements would not be allowed.

A motion was made by Anne Marie Perrault that the Board accept the Library Board's recommendation that all items for sale by individuals for individual profit be displayed in the lunch room only. Furthermore, that we recommend that a section be separate where members may post personal information. It was requested that the motion be amended to include non-commercial items. After some discussion the following policy was recommended:

- . install the bulletin board in the kitchen area;
- . only individual members could post personal and non-commercial items for individual proceeds;
- . the length of posting would not exceed one month;
- . the material must be dated upon posting or removed;
- . that the Assistant Librarian Pauline Labbe would be responsible for approving and monitoring the postings.

The motion and the amendment were seconded by Charles Martel. Motion carried unanimously.

Membership - Judy Arsenault

Written reports for the months of September and October 1998 were presented by Judy Arsenault. Mr. Hamel requested that any future report outline the current total of membership counts. See attached report.

A written report on Reminder Notices was presented by Michael B. Melanson. See attached report.

Publicity

Mr. Hamel indicated that there is no one assigned to publicity and that it was an important aspect for the Society. He indicated that there were upcoming events from which the Society could gain recognition, and it would help if publicity could be engendered from attendance at these special events

With these activities mentioned, the possibility of using the building for conferences was brought up. Mr. Marchand indicated that if future plans were to use the building for conferences, work must begin now for fixing the building. He indicated that a proposal had already been presented for a new public address system by Bob Descoteaux and Bob Paquette. Mr. Hamel indicated that he would find the proposal for review so that the estimate could be reviewed and approved, if warranted. President Hamel indicated that these were House Committee items which should be dealt with by that committee.

Carol Belmain indicated that she would find out if the Prison Carpentry Program could build a platform necessary for a stage. She is to relay the information to Mr. Lalond.

Publications - Pauline G. Cote

A written report was presented by Pauline G. Cote. See attached report.

Research - Constance Hamel

A written report was presented by Constance Hamel. See attached report.

Internet - Al Hamel

It was reported that since the Internet site account has been totally paid that a "Webmaster" was required to update and monitor the site. Mr. Hamel reported that although the site was now owned by ACGS that the "codes" were not yet available for access. Mr. Hamel asked for names of someone who might serve as a webmaster. Members were asked to solicit outside help in this matter. Ms. Labbe indicated that there might be someone she knew who she could approach.

Mr. Hamel also indicated that the E-mail address was at his site and that it was impossible to keep up with the mail. He asked for help in this respect, also.

Inventory - Gerry Lalond

President Hamel requested an inventory report. Mr. Lalond indicated that the physical inventory was in process and should be completed soon. He also indicated that a report should be forthcoming at the next meeting.

Obituary Report

Anne-Marie Perrault indicated that the obituary project was slowing down; that the indexing was going well; and that obituaries, new and old, should be solicited by all.

Old Business:

Conflict of Interest issue - Mr. Hamel explained to the board that he had received a letter from the Attorney General's office dated May 8, 1998, regarding a new State law that all non-profit organizations registered with the Attorney General's office are required by law to formulate a conflict of interest policy. A copy of the policy, after acceptance, must be filed with his office. He also required daytime telephone numbers for the directors, officers, and trustees. A discussion about concerns with the IRS ensued and it was generally agreed that the two issues were separate and distinct from each other. Mr. Hamel indicated that he had sought advice about this issue.

Mr. Hamel also indicated that since this is a State law which the Association must comply with immediately, and since a copy of the minutes adopting such a policy must be forwarded to the Attorney General's office with signatures from directors, officers, trustees, and employees, it has become necessary to immediately

formulate our policy.

A motion was made by Craig Donais that the board adopt sample one as outlined in the Attorney General's letter of May 8, 1998, which reads:

Any conflict of interest on the part of any member of the Board, officer or employee of the Corporation, shall be disclosed in writing to the Board and made a matter of record through an annual procedure and also when the interest involves a specific issue before the board. Where the transaction involving a board member, trustee or officer exceeds five hundred dollars (\$500) but is less than five thousand dollars (\$5,000) in a fiscal year, a two-thirds vote of the disinterested directors is required. Where the transaction involved exceeds five thousand dollars (\$5,000) in a fiscal year, then a two-thirds vote of the disinterested directors and publication in the newspaper is required. The minutes of the meeting shall reflect that a disclosure was made, the abstention from voting, and the actual vote itself. Every new member of the Board will be advised of this policy upon entering the duties of his or her office, and shall sign a statement acknowledging, understanding of, and agreement to this policy. The Board will comply with all requirements of New Hampshire law in this area and the New Hampshire requirements are incorporated into and made a part of this policy statement.

The policy is to be in place until the next annual meeting where a policy will be offered to the floor as an amendment to the by-laws for voting by the general membership.

The motion was seconded by Anne-Marie Perrault; Carol A. Belmain abstained from voting. The motion passed.

New Business: - Al Hamel

Mr. Hamel indicated that the Smithsonian was going to be highlighting the State of New Hampshire in either June or July of 1999, and that ACGS may want to have a presence, although he was not sure who would be invited.

Another upcoming event which is being planned by the French government, (Consulate in Boston) is the Festival de L'Ete Indien, and again, ACGS might want to participate. With these upcoming activities, he indicated that a publicity chairman could generate a lot of publicity for the Association.

Adjournment

The meeting adjourned at 8:40 p.m.

Respectfully submitted,

Carol A. Belmain

Carol A. Belmain
Recording Secretary

Can.

**AMERICAN CANADIAN GENEALOGICAL SOCIETY
OCTOBER 1998 THROUGH SEPTEMBER 1999**

**ROLL CALL
(P = PRESENT, E = EXCUSED, A = ABSENT)**

Name	Office	O C T	N O V	D E C	J A N	F E B	M A R	A P R	M A Y	J U N	J U L	A U G	S E P
Al Hamel	President		P	P	P	P	P	P					
Roland Marchand	Vice President		P	P	E	P	P	P					
Roger Lawrence	Honorary President		E	A	P	P	P	E					
Gerry Lalonde	Treasurer		P	P	P	E	P	P					
Mary Anna Paquette	Corresponding Secretary		E	P	P	P	P	P					
Carol A. Belmain	Recording Secretary		P	P	P	E	P	P					
Craig Donals	Director 00		P	P	P	P	E	P					
Mary Jean Chaput	Director 99		P	P	E	P	P	P					
Charles Martel	Director 99		P	P	P	P	P	E					
Sam Harris	Director 99		P	P	P	P	P	P					
Pauly Labbe	Director 99		P	P	P	P	P	P					
Bob Maurier	Director 99		P	P	P	P	P	P					
Anne-Marie Ferrault	Director 99		P	P	P	P	P	P					

ACGS
MEETING OF THE BOARD OF DIRECTORS
12 November 1998

CALL TO ORDER

ROLL CALL

RECORDING SECRETARY (MINUTES)

TREASURER'S REPORT (Gerry L.)

VICE-PRESIDENT (Roland M.)

PRESIDENT

CORRESPONDING (MAP)
SECRETARY

COMMITTEE
REPORTS

Acquisitions: (Bob M.)

Buildings & Grounds (.)

Computers (Roland M)

Conferences

Editorial (AMP) see report

LIBRARY (MJC) see report

MEMBERSHIP

PUBLICITY

PUBLICATIONS See report

RESEARCH (Constance H.) See report

INTERNET

INVENTORY

OBITUARY REPORT

OLD BUSINESS Conflict of Interest issue

NEW BUSINESS (Smithsonian); (Festival de l'ete indien)

ADJOURNMENT

Next meeting: 1800 hours, 10 Dec 1998

11/02/98

AMERICAN-CANADIAN GENEALOGICAL SOCIETY INCOME & EXPENSE

October 1998

	Oct '98	Jan - Oct '98
Income		
1.0 MEMBERSHIP		
1.1 Dues	5,364.00	50,699.00
Total 1.0 MEMBERSHIP	5,364.00	50,699.00
2.0 PUBLICATIONS		
2.3 Repertoires	1,254.25	7,469.10
2.4 Index & Holdings	0.00	343.00
2.5 Jette	375.00	4,300.00
2.6 Video S. R.	0.00	10.00
2.7 Border Crossings	0.00	40.00
Total 2.0 PUBLICATIONS	1,629.25	12,162.10
3.0 GENEALOGIST		
3.1 Back Issues	27.00	678.30
3.2 Advertising	0.00	100.00
Total 3.0 GENEALOGIST	27.00	778.30
4.0 LIBRARY		
4.1 All Copies	86.26	2,771.55
4.2 Maps-Charts-Guides	254.68	2,278.04
4.3 Guest Fees	280.00	1,990.00
4.5 Beverages	50.00	779.45
4.6 Candy/Snacks	91.30	591.78
4.7 Hats	0.00	76.00
4.8 Gift Certificates	0.00	25.00
4.9 Other	7.50	673.50
Total 4.0 LIBRARY	769.74	9,185.32
5.0 RESEARCH		
5.1 RS Income	275.00	3,476.60
5.2 Parchemin	53.00	497.00
Total 5.0 RESEARCH	328.00	3,973.60
6.0 CONFERENCE		
6.1 Attend Fees	1,467.00	14,272.00
6.4 Vendor Booth	400.00	500.00
6.5 Advertising	175.00	1,610.00
Total 6.0 CONFERENCE	2,042.00	16,382.00
7.0 SOCIETY		
7.2 Bldg Fund	505.00	3,851.77
7.3 Book Fund	135.00	1,056.00
7.6 Ckg Act Int	8.97	113.98
7.7 Bld Fnd Int	2.93	119.81
7.8 Sav Act Int	1.48	14.88
7.9 Other	0.43	1,874.12
Total 7.0 SOCIETY	653.81	7,030.56
8.0 BUILDING		
8.1 Rental Inc	875.00	14,875.00
Total 8.0 BUILDING	875.00	14,875.00

11/02/98

AMERICAN-CANADIAN GENEALOGICAL SOCIETY INCOME & EXPENSE

October 1998

	Oct '98	Jan - Oct '98
Total Income	<u>11,688.80</u>	<u>115,085.88</u>
Gross Profit	<u>11,688.80</u>	<u>115,085.88</u>
Expense		
11.0 MEMBERSHIP		
11.1 Postage	200.00	1,200.00
11.2 Supplies	0.00	69.46
11.3 Maine	0.00	1,708.20
Total 11.0 MEMBERSHIP	<u>200.00</u>	<u>2,977.66</u>
12.0 PUBLICATIONS		
12.1 Postage	145.88	413.05
12.2 Supplies	34.56	1,136.13
12.3 Print Reps	273.30	3,923.90
12.4 Index & Holdings	0.00	465.50
12.5 Jette	0.00	3,559.00
Total 12.0 PUBLICATIONS	<u>453.74</u>	<u>9,497.58</u>
13.0 GENEALOGIST		
13.1 Postage	188.77	3,131.43
13.2 Supplies	6.98	558.16
13.3 Printing	0.00	14,489.00
Total 13.0 GENEALOGIST	<u>195.75</u>	<u>18,178.59</u>
14.0 LIBRARY		
14.1 Postage	16.45	50.21
14.2 Supplies	74.61	809.56
14.3 Equip Maint	480.08	907.51
14.4 Print Maps & Info	0.00	120.00
14.5 Beverages	154.00	441.00
14.6 Candy/Snacks	111.93	786.06
14.9 Other	0.00	54.07
Total 14.0 LIBRARY	<u>837.07</u>	<u>3,168.41</u>
15.0 RESEARCH		
15.1 Postage	0.00	110.00
15.2 Supplies	0.00	35.38
15.3 Returns	20.00	365.50
15.4 Parchemin	0.00	1,511.00
Total 15.0 RESEARCH	<u>20.00</u>	<u>2,021.88</u>
16.0 CONFERENCE		
16.1 Postage & Printing	0.00	2,343.56
16.4 Speakers	1,292.99	2,492.99
16.5 Caterer	436.62	11,736.62
16.9 Other	49.50	1,756.88
Total 16.0 CONFERENCE	<u>1,779.11</u>	<u>18,330.05</u>
17.0 SOCIETY		
17.1 Postage	5.35	401.89
17.2 Supplies	505.90	2,575.71
17.3 Telephone	218.79	618.07
17.4 Work Comp Ins	0.00	-58.00

11/02/98

AMERICAN-CANADIAN GENEALOGICAL SOCIETY INCOME & EXPENSE

October 1998

	Oct '98	Jan - Oct '98
17.5 Liab Ins	0.00	1,222.00
17.6 Fire Ins	0.00	1,280.00
17.7 Bank Charge	4.50	41.19
17.8 Fund Expense	100.00	125.30
17.9 Other	800.01	3,187.77
Total 17.0 SOCIETY	1,634.55	9,393.93
18.0 BUILDING		
18.1 Heat	20.30	4,733.28
18.2 Electricity	264.85	2,436.60
18.3 Water-Sewer	0.00	366.94
18.5 Maint-Repair	341.64	23,209.55
18.6 Fire Protect	0.00	480.00
18.7 Snow-Grass	90.00	2,280.00
18.8 Loan Interest	349.84	3,498.37
Total 18.0 BUILDING	1,066.63	37,004.74
Uncategorized Expenses	0.00	0.00
Total Expense	6,186.85	100,572.84
Net Income	5,501.95	14,513.04

11/02/98

AMERICAN-CANADIAN GENEALOGICAL SOCIETY

Balance Sheet

As of October 31, 1998

	<u>Oct 31, '98</u>
ASSETS	
Current Assets	
Checking/Savings	
BUILDING FUND BNH	570.00
CHECKING BNH	5,992.12
CHEQUING (Can. Funds)	1,535.71
SAVINGS SMB	<u>722.64</u>
Total Checking/Savings	8,820.47
Accounts Receivable	
ACCOUNTS RECEIVABLE	<u>670.00</u>
Total Accounts Receivable	670.00
Other Current Assets	
CASH ON HAND	100.00
PETTY CASH	<u>200.00</u>
Total Other Current Assets	<u>300.00</u>
Total Current Assets	9,790.47
Fixed Assets	
LIBRARY BUILDING	<u>220,406.66</u>
Total Fixed Assets	220,406.66
Other Assets	
ACGS HOLDINGS	162,108.83
FURN & EQUIP	60,746.98
MDSE FOR RESALE	<u>23,580.69</u>
Total Other Assets	<u>246,436.50</u>
TOTAL ASSETS	<u><u>476,633.63</u></u>
LIABILITIES & EQUITY	
Liabilities	
Long Term Liabilities	
BUILDING LOAN	<u>39,981.33</u>
Total Long Term Liabilities	<u>39,981.33</u>
Total Liabilities	39,981.33
Equity	
OPENING BAL EQUITY	422,139.26
Net Income	<u>14,513.04</u>
Total Equity	<u>436,652.30</u>
TOTAL LIABILITIES & EQUITY	<u><u>476,633.63</u></u>

FUND BALANCES 30-Sep-98

ARCHIVIST FUND

	<i>Beginning Balance</i>			\$18,977.56
<i>Plus:</i>	<i>Membership</i>	\$6,413.50	20.00%	\$1,282.70
<i>Plus</i>	<i>Border Crossing Income</i>			
<i>Plus</i>	<i>Donations to Book Fund</i>			\$172.50
<i>Less:</i>	<i>Books Purchased/Binding, etc.</i>			<u>\$1,448.03</u>
	<i>Ending Balance</i>			<u>\$18,984.73</u>

RESEARCH FUND

	<i>Beginning Balance</i>			\$7,389.45
<i>Plus:</i>	<i>Current Month Receipts</i>			\$409.00
<i>Less:</i>	<i>Current Month Refunds</i>			\$8.00
<i>Less:</i>	<i>Postage & Misc. Expenses</i>			
<i>Less:</i>	<i>Purchase of Research Equip.</i>			
	<i>Ending Balance</i>			<u>\$7,790.45</u>

FUND BALANCES 31-Oct-98

ARCHIVIST FUND

	<i>Beginning Balance</i>			\$18,984.73
<i>Plus:</i>	<i>Membership</i>	\$5,354.00	20.00%	\$1,070.80
<i>Plus</i>	<i>Border Crossing Income</i>			
<i>Plus</i>	<i>Donations to Book Fund</i>			\$135.00
<i>Less:</i>	<i>Books Purchased/Binding, etc.</i>			<u>\$374.14</u>
	<i>Ending Balance</i>			<u>\$19,816.39</u>

RESEARCH FUND

	<i>Beginning Balance</i>			\$7,790.45
<i>Plus:</i>	<i>Current Month Receipts</i>			\$328.00
<i>Less:</i>	<i>Current Month Refunds</i>			\$20.00
<i>Less:</i>	<i>Postage & Misc. Expenses</i>			
<i>Less:</i>	<i>Purchase of Research Equip.</i>			
	<i>Ending Balance</i>			<u>\$8,098.45</u>

CANDY/SMACK & BEVERAGE RESULTS YEAR TO DATE

	CANDY/SNACKS	BEVERAGES	TOTAL
INCOME	\$606.00	\$805.00	\$1,419.00
COST OF GOODS SOLD	\$786.00	\$441.00	\$1,227.00
	<hr/>	<hr/>	<hr/>
NET INCOME	(\$180.00)	\$364.00	\$184.00

Our opening and closing inventory were about the same, so that could not have been a factor in our loss in the candy/snack department. If we apply a 25% mark-up to our cost of goods sold (\$786) we should have taken in \$943 instead of the actual \$606. Therefore, we lost \$337 so far this year on Candy/Snacks. Either some candy and snacks are not being paid for, or money is disappearing from the little plastic box, or both.

SUGGESTION: Put up the sign made by Pauly. If things don't improve by the end of the year, discontinue candy and snacks.

October 28, 1998

TO: Board of Directors

FROM: Corresponding Secretary

SUBJECT: Report for Month of September 1998

The following correspondence was sent during the month of September:

29 "Thank yous" for donations of money to either the building fund or library fund. All were \$25.00 or less.

5 "Thanks yous" for donations of books.

3 Application packets were sent in response to inquiries about ACGS.

1 Miscellaneous, including a sympathy card to the family of Jerry Morency.

38 Total

Respectfully submitted,
Mary Anna Paquette

TOTALS - SEPTEMBER 1998 to AUGUST 1999

MONTH	MONEY DONATIONS	BOOKS and Other Donations	INQUIRIES	MISC.	MONTH TOTAL
September	29	5	3	1	38
October					0
November					0
December					0
January					0
February					0
March					0
April					0
May					0
June					0
July					0
August					0
TOTALS	29	5	3	1	38

To: ACGS Directors
From: Roland A. Marchand
(Computer Committee Chairman)
Date : November 9, 1998

Since our board meeting, we have purchased the CD -
Genealogical Records: The Ontario Register, 1780-1870s.

On Wednesday, October 28th, The LDS "Family Search" software was opened to the public at the library. The 62 CD's were placed in plastic envelopes in large binders. A sign-in procedure as been implemented. Use of the program will be in one half hour increments. As of this writing the PRDH CDs that have been ordered have not be received. I anticipate a large volume of demand for this records. Therefore I would like to propose the installation of a "network" for use primarily for the library clients.

1. The installation for a 8 hub network as quoted by CRS Data System (Joseph Turnbull).

Parts and labor at \$600.00

2. We have four (4) ⁸496's computers (motherboards donated) available for this project. The systems were augmented with purchased hardware and are now loaded with the Window 95 Operating System.

3. To complete the network, I propose to buy:

- a) An external 32x CD drive. (\$139.00)
- b) Purchase four (4) new keyboards (approx \$20.00 each)
- c) I am proposing to install a graphic printer on the network.

A NEC Silentwriter (model 95) laser printer was donated by Ann-Marie Perrault. We should purchase a toner cartridge for this printer, very soon. (\$239.95- NEC-20-055

Staple # 897)

4. Cost to get started on this project:

	\$600.00	<i>for</i>
	\$140.00	<i>for 4</i>
	\$ 80.00	<i>for</i>
	\$240.00	<i>re cartridge</i>

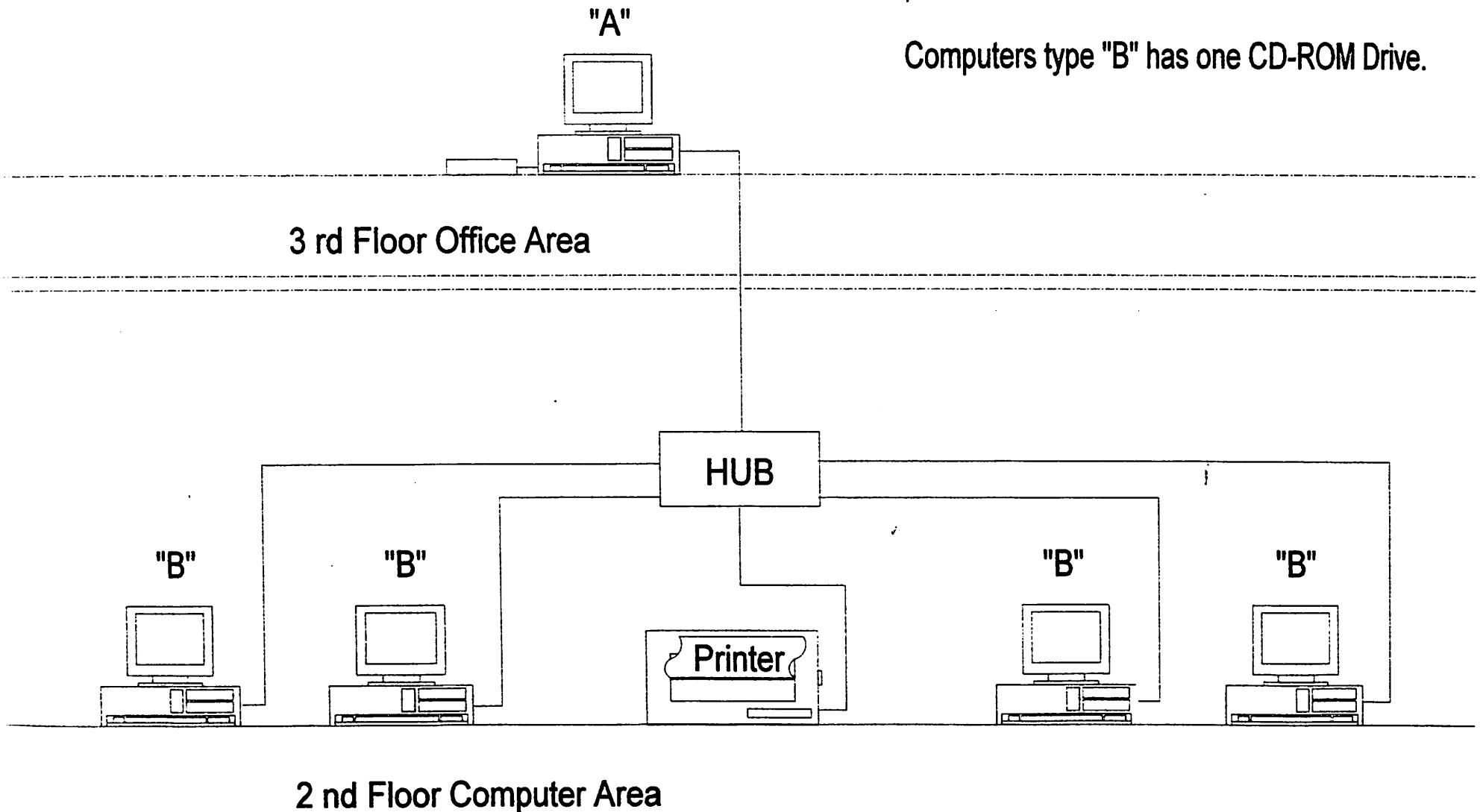
Total cost	\$1060.00	

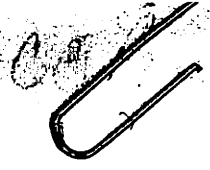
PROPOSED NETWORK FOR CLIENT SEARCHING

NOTE:

Computer type "A" has two CD-ROM Drives.

Computers type "B" has one CD-ROM Drive.





The Editorial Board met on Tuesday, 10 NOV 1998, 3 PM, at the Library.

Present were: Gerry Lalonde, Albert Hamel, Mary Anna Paquette, Donald Chaput, Pauly Labbe, and Anne-Marie Perrault.

Topics Discussed included the following:

1. Historical Novel by member Henri Gosselin: Editorial Board recommends that Board of Directors consider the publication of this book based on the quality and historical accuracy of the piece, and the fact that the author gives up all royalties, and will buy copies at our selling price for distribution to his family. Also, the author has orders for 25 prepublication copies. The Editorial Board believes that the "how" and "by whom" of this publication be decided by the Board of Directors.
2. Future Surname Indexes to the ACGenealogist will include surname only (no given name) and will omit an indexing of new members. The index to a given Volume (year) will appear in the first issue of the following volume (year).
3. Discussion of form and style of ascendant and descendant charts, Strandonitz numbers, straight ancestral lines and family group sheets. ACGenealogist will continue to publish the format submitted by authors without concern for a standard form for our journal. Authors who use a variation of the "New England His-Gen" and the "American Genealogist" styles may be asked to include an explanation of their style.
4. Publication of ancestral lines for new officers and directors: we will stick to our policy of not publishing ancestral lines unless they are part of an article.
5. Discussion of "orphan" publications: novels (Henri Gosselin), Library Holdings (Mary Anna Paquette), Surname Index of Members (Bob Paquette), Article Index of ACGenealogist (Anne-Marie Perrault) and How-to (Gerry Lalonde). These "orphan publications" do not rightfully belong to the Editorial Board as we are now organized, nor do they belong to the Publications Committee, as it is now set up. That the Editorial Board assume this function will be brought to the Board of Directors.
6. Gerry Lalonde's "How-to" book which is in need of rewriting: Gerry Lalonde and Anne-Marie Perrault will work on this project after the new year.

Respectfully submitted,
Anne-Marie Perrault

ACGS MEMBERSHIP REPORT

The following is the membership report for the month of

September 1998

=====

New Members:	51
Renewals:	276
Donations to Building Fund/Acquisitions:	\$275.00

Submitted by Judy Arseneault #3131

Membership Reminder Notices Report

October 1998

	Monthly Notices	Reminder Notices
<u>Membership Type</u>	<u>November 1998</u>	<u>August 1998</u>
US Individual (\$25)	143	87
US Family (\$37.50)	7	3
Canadian Individual (\$30)	-	2
Canadian Family (\$45)	-	-
Overseas Individual (\$50)	-	-
Institutional (\$50)	3	1
Total:	153	93

Submitted by Michael B. Melanson, #2803

ACGS MEMBERSHIP REPORT

The following is the membership report for the month of

October 1998

=====

New Members:	35
Renewals:	145
Donations to the Building Fund:	\$232.50
Donations to Acquisitions:	\$207.50
Total:	<hr/> \$440.00

Submitted by Judy Arseneault #3131

Membership Reminder Notices Report

November 1998

	Monthly Notices	Reminder Notices
<u>Membership Type</u>	<u>December 1998</u>	<u>September 1998</u>
US Individual (\$25)	153	61
US Family (\$37.50)	11	7 (1 three-person membership @ \$50)
Canadian Individual (\$30)	4	3
Canadian Family (\$45)	-	-
Overseas Individual (\$50)	-	1
Institutional (\$50)	2	1
Total:	170	73

Submitted by Michael B. Melanson, #2803

From: geco2

Full-Name: Pauline G Cote

To: judya80476@aol.com, tcbeau1@juno.com, MCOLBURN@CHRISTA.UNH.EDU,
mpcote@juno.com, HAMELLOT@WORLDNET.ATT.NET,
CL-Hebert@worldnet.att.net, malbaiePQ@aol.com,
RWMLawrenc@aol.com, RAM31@IX.NETCOM.COM, mivlem@juno.com,
MAPAQUETTE@GROLEN.COM, PCUSSON@WORLDNET.ATT.COM,
AMPERRAULT@AOL.COM, 70641.1140@COMPUSERVE.COM

Subject: Board meeting 12 Nov 1998

X-Status: New

To the Officers; Board Members, Department Heads & Publication committee

Publication of NH area:

B-D of Sacred Heart Laconia is now on the market

M-B-D St Patrick Jaffrey NH expect to be completed & on the market
shortly after the first of the year

With the exception of 2 files, M-B data entry of our Lady of the Lakes
Lakeport NH are completed. Proof reading needs to be done. Completion
date unknown

Boufford & Sons Funeral Home Manchester copied to 1970. It encompasses
some 7000 records, more when we will double enter the married females,
once under married name & again under maiden name. Files completed and
data entry will be starting shortly

We have a volunteer team to copy the records of St Jean Baptist Suncook
NH. Hope to start that before the 1st of the year or shortly thereafter

VT Publication:

The master has been printed of what I call Mission of Northern Mills.

We have no history, no certain knowledge of how we came about this lovely
information nor do we know precisely who to give credit for this
acquisition that we now want desperately to share with others. Need be,
we will fabricate even with the risk of getting terminated, as other
reporters have been, for doing so

This little masterpiece will be one book. It has 248 marriages, 1103
baptisms & 307 burials. With so little information available for this
area, perhaps what we have just might be of some help to some researcher

There is some talk about returning to Winooski to acquire the baptisms of
St Francois Xavier to complete that parish. However, certain obstacles
must be resolved before this can be realized

NY Publication:

For practical purposes Marriages of Sacred Heart Schenectady is
completed. We are awaiting finalization of the History

All files of St Columbo Schenectady are out for data entry. No forecast
on completion date

50% of files of St Joseph Cohoes are out for data entry. Completion date
unknown

As you see, we have increased the # of personal for data entry. They are all new & when their work is returned often much time is required even before their work can go out to LOCAL proof readers.

David's energy never seems to cease. He is presently copying St Alphonse Glens Fall. This is the 2nd oldest "French" parish of the diocese. He also has an OK to do Immaculate Heart of Mary Hudson Falls, also a very old "French" parish

Guess if this department were not so busy I would not have that much to report & be so long winded.

If anyone has any questions, either I or committee members will be happy to try and address them.

Once again, I invite any of you to join this team in what is most interesting & challenging work

Respectfully submitted

Pauline Genest Cote
Publication coordinator

Research Dept. Activity Report

<i>DATE REC'D</i>	<i>SURNAME</i>	<i>LINE</i>	<i>RS DONE Y</i>	<i>DATE MAILED</i>	<i>AMOUNT BILLED</i>	<i>DATE BILLED</i>	<i>REMARKS</i>
07-Oct-98	Blanchard	Berard	Yes	08-Oct-98			CNF
07-Oct-98	Butler	Pinon					Insufficient data available to us
07-Oct-98	Cushing	Archambault	Yes	20-Oct-98	\$5.00	20-Oct-98	One add'l generation - money order
07-Oct-98	Cushing	Beaudin	Yes	26-Oct-98	\$20.00	20-Oct-98	PDC money order
07-Oct-98	Methot-Walker	Methot	Yes	20-Oct-98	\$40.00	08-Oct-98	PDC
10-Oct-98	Gauthier	Gauthier	Yes	26-Oct-98			CNF
10-Oct-98	Grant	Lapointe	Yes	02-Nov-98	\$0.00		CNF
10-Oct-98	Grant	Lebel	Yes	02-Nov-98	\$0.00		CNF
10-Oct-98	Merrill	Pare	Yes	06-Nov-98	\$20.00	26-Oct-98	PDC
10-Oct-98	Merrill	Lagacé	Yes		\$20.00	02-Nov-98	PDC 11-2-98
10-Oct-98	Morin	Barteau	Yes	13-Oct-98			CNF-No parents given.
10-Oct-98	Pinard	Fanion	Yes	30-Oct-98			CNF
10-Oct-98	Vincent	Vincent	Yes	26-Oct-98			CNF
15-Oct-98	Forcier	Forcier	Yes	06-Nov-98			PDC
20-Oct-98	Gibler	Meyer	Yes	02-Nov-98	\$0.00		CNF
20-Oct-98	Jackson	Lavoie	Yes	02-Nov-98	\$0.00		CNF
20-Oct-98	Lenneville	Lenneville	Yes	02-Nov-98	\$0.00		CNF

<i>DATE REC'D</i>	<i>SURNAME</i>	<i>LINE</i>	<i>RS DONE Y</i>	<i>DATE MAILED</i>	<i>AMOUNT BILLED</i>	<i>DATE BILLED</i>	<i>REMARKS</i>
24-Oct-98	L'Esperance	Carpentier	Yes	26-Oct-98			CNF
24-Oct-98	Poirier	Gagne	Yes		\$20.00	04-Nov-98	PDC 11-4-98
24-Oct-98	Poirier	Gascon	Yes	02-Nov-98	\$5.00	02-Nov-98	One record only
24-Oct-98	Poirier	Quirion	Yes		\$20.00	02-Nov-98	PDC 11-2-98
26-Oct-98	Gentemann	Ethier	Yes	02-Nov-98	\$0.00		CNF
26-Oct-98	Plummer	Bernard	Yes	02-Nov-98	\$0.00		CNF
26-Oct-98	Taylor	Poulin					To do
30-Oct-98	Bureau	Ouellette	Yes		\$20.00	01-Nov-98	PDC 11-1-98
30-Oct-98	Bureau	Bureau	Yes		\$20.00	04-Nov-98	PDC 11-4-98
30-Oct-98	Garland	Ruee	Yes	04-Nov-98	\$0.00		CNF
30-Oct-98	Greenwood	Catudal	Yes	02-Nov-98	\$6.00	02-Nov-98	3 generations only
30-Oct-98	Gryszowka	Launderville	Yes	02-Nov-98	\$0.00		CNF
30-Oct-98	Guimond	Bonett	Yes	02-Nov-98	\$0.00		CNF
30-Oct-98	Rioux	Beaumont	No				Not research/fwd. to query
30-Oct-98	Saindon	Postras	No	02-Nov-98	\$0.00		Baptismal record/birth record requested - not in our files

Research Dept. Aging Report

<i>DATE REC'D</i>	<i>SURNAME</i>	<i>LINE</i>
25-Aug-98	Beaudry	Messier
26-Oct-98	Taylor	Poulin

Reasearch Dept. Income Report

<i>DATE PAID</i> <i>by Month</i>	<i>SURNAME</i>	<i>AMOUNT</i> <i>PAID</i>	<i>DATE PAID</i>
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October 1998

<i>Brown</i>	\$5.00	10/27/98
<i>Bushway</i>	\$40.00	10/7/98
<i>Corsino</i>	\$20.00	10/2/98
<i>Corsino</i>	\$20.00	10/8/98
<i>Corsino</i>	\$20.00	10/8/98
<i>Cushing</i>	\$5.00	10/22/98
<i>Cushing</i>	\$20.00	10/22/98
<i>Forcier</i>	\$30.00	10/5/98
<i>Joy</i>	\$20.00	10/1/98
<i>Lisius</i>	\$20.00	10/11/98
<i>Methot-Walker</i>	\$40.00	10/13/98
<i>Richards</i>	\$20.00	10/28/98
<i>Richards</i>	\$20.00	10/28/98

Grand Total \$280.00

Parchemin Activity Report

<i>Date rcv'd by Month</i>	<i>Date rcv'd</i>	<i>Date Mailed</i>	<i>Surname</i>	<i>Name Rch'd</i>	<i>Total</i>
<i>October 1998</i>					
	07-Oct-98	20-Oct-98	Poitevin	Potvin,etal	\$18.00
	26-Oct-98	26-Oct-98	Guilbault	Desmarais	\$5.00
	30-Oct-98	30-Oct-98	Boyle	Fouquereau/Rossign	\$10.00
				<i>Grand Total</i>	\$33.00

Parchemin Aging Report

<i>Date rec'd by Month</i>	<i>Date rcv'd Surname</i>	<i>Date billed</i>	<i>Amt billed</i>
<i>August 1998</i>			
	17-Aug-98 McSweeney		\$0.00
	17-Aug-98 MCSweeney		\$0.00
		<i>Grand Total</i>	\$0.00

Parchemin Income Report

<i>Surname</i>	<i>Total Paid</i>	<i>Date Paid</i>
Boyle	\$10.00	10-Oct-98
LaPointe	\$26.00	10-Oct-98
Poitevin	\$18.00	13-Oct-98

AMERICAN-CANADIAN GENEALOGICAL SOCIETY

Bylaws

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VII	[RESERVED]	
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IX	NOMINATION AND ELECTION OF OFFICERS	7
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AMERICAN-CANADIAN GENEALOGICAL SOCIETY BYLAWS

ARTICLE I

THE NAME OF THIS SOCIETY shall be the AMERICAN-CANADIAN GENEALOGICAL SOCIETY, hereinafter referred to as the Society or ACGS.

ARTICLE II

PURPOSES AND FUNCTIONS

- Section 1. The purposes of the ACGS shall be to:
- a. foster the study of ancestral origins
 - b. encourage research into the history of families
 - c. foster high standards of ethics for genealogists
 - d. provide a common access by and for Americans and others of Canadian origins
- Section 2. The functions of the ACGS shall be to:
- a. provide aid to researchers in genealogy
 - b. encourage, aid, and engage in education, and hold seminars on genealogy and related subjects
 - c. disseminate information, knowledge, data and special studies of value to members
 - d. promote contributions of genealogical information to publications and other media
 - e. establish and maintain a reference library and research center for the benefit of members
 - f. publish bulletins periodically in order to provide members with pertinent information concerning the activities of the Board of Directors and the Society
 - g. publish a journal of genealogical and historical articles of general interest to the membership
 - h. publish genealogical books and other resource material
 - i. provide a code of ethics for genealogists
 - j. support legislation which insures availability of official resources for research by genealogists

ARTICLE III

MEMBERSHIP AND DUES

- Section 1. Eligibility
- a. Regular membership is open to any person, upon submission of application for membership, agreement to the ACGS ethics, and payment of dues.
 - b. There shall be eight (8) classes of membership:
 - 1) Individual member (regular).
 - 2) Family member: The first person in family shall pay regular dues and each individual additional person from the same household shall pay 50% of the individual membership dues.
 - a) only the full-payment member shall receive The Genealogist and other correspondence.
 - b) all members shall have equal voting rights.
 - 3) Lifetime member: shall be fifteen (15) times the annual membership dues.

- 4) Life-Associate member: the first lifetime member in a family shall pay lifetime dues, and each additional person from the same household shall pay 50% of the lifetime dues:
 - a) only the full-paying member shall receive The Genealogist and other correspondence.
 - b) All members shall have equal voting rights.
- 5) Institution membership: institution membership shall be twice the individual membership dues; only one delegated member of said institution shall be a voting member.
- 6) Sponsor: Annual membership as a Sponsor shall be ten (10) times individual membership dues.
- 7) Patron: Annual membership as a Patron shall be twenty-five (25) times individual membership.
- 8) Benefactor: Annual membership as a Benefactor shall be fifty (50) times individual membership.

Section 2.

Dues

- a. The rate of assessment of dues shall be as minimal as possible, commensurate with the financial obligations of the Society and the scope of the services provided, as approved by the Board of Directors.
- b. No additional assessments shall be made upon the membership. Requests for voluntary contributions may be made when unusual circumstances are encountered.
- c. Dues shall be payable to the Treasurer.
- d. Membership-year shall be determined by the Board of Directors.

ARTICLE IV

OFFICERS

Section 1.

Composition

- a. There shall be a president, vice-president, treasurer, recording secretary, and corresponding secretary.
- b. One person, including any of the directors herein mentioned, may hold two (2) offices simultaneously. Such person shall be entitled to only one vote.
- c. Honorary presidents: By virtue of the fact that Roger W. Lawrence and Lucille Caron Lagasse were co-founders of ACGS, they shall be, for the remainder of their natural lives, Honorary Presidents of this Society. The two Honorary Presidents shall have a voice and vote at all meetings, including the Board of Directors.

Section 2.

Term of Office

- a. Officers shall be elected annually for one year or until their successors are elected.
- b. All officers shall hold office for no longer than four (4) consecutive terms. No waiting period is necessary for an officer to be elected to a different office.

Section 3.

Vacancies

- a. In the event of a vacancy occurring in the office of president, the vice-president shall become president.
- b. All other vacancies shall be filled by Board appointment.
- c. In the event an elected or appointed officer is absent without due cause from three meeting in a fiscal year, the position shall be declared vacant and the vacancy filled according to these bylaws.

Section 4.

Functions of Officers

- a. Officers shall assume duties usually performed by such officers and as defined by these bylaws or by the Board.
- b. The President shall:
 - 1) be the chief executive officer of the Society and of the Board of Directors.
 - 2) have general charge of the business of the Society, subject to the advice and control of the Directors.
 - 3) execute, with the Corresponding Secretary and/or the Treasurer, all contracts and instruments.
 - 4) carry out such other duties as may be assigned by the Board from time to time.
 - 5) write a minimum of four (4) messages per year: one before and one after the annual meeting. Two (2) or more of these messages may appear in The Genealogist.
 - 6) be, ex officio, a member of all committees, with the exception of the Committee on Nominations.
- c. The Vice-President shall:
 - 1) perform such duties connected with the Society as may be assigned by the President or the Board of Directors.
 - 2) be vested with all the powers and shall perform the duties of president in case of disability or unavailability of the president.
- d. The Treasurer shall:
 - 1) keep all necessary records pertaining to the receipts and disbursements of the funds of the Society.
 - 2) account for all receipts, disbursements, and balances on hand.
 - 3) execute, in the name of the Society, all certificates of membership.
 - 4) submit, at the Board of Directors meetings, a written report to be kept on file.
- e. The Recording Secretary shall:
 - 1) keep minutes of all meetings.
 - 2) notify each member of the Board of Directors two (2) weeks prior to all Board meetings.
 - 3) send a resume of the Board meeting to all officers and directors.
 - 4) submit, at Board meetings, a written report to be kept on file.
- f. The Corresponding Secretary shall:
 - 1) handle all matters that require correspondence pertaining to the Society or its members.
 - 2) notify the membership three (3) weeks prior to general meetings.
 - 3) file all correspondence.

ARTICLE V

BOARD OF DIRECTORS

Section 1.

Definition

- a. The Board of Directors shall:
 - 1) be the governing body of the Society between annual meetings.
 - 2) assume such duties as stated in these bylaws.
 - 3) be composed of the elected officers, Honorary Presidents, and eight (8) directors.

Section 2.

Term of office of elected Directors

a. Directors shall:

- 1) be elected for a two (2) year term with four (4) elected each year.
- 2) hold office for no longer than two (2) consecutive two (2) year terms.
- 3) be eligible for re-election to the Board following a term out of office.

b. Vacancies

- 1) vacancies to complete a Director's term shall be filled by the Board.
- 2) In the event that an elected or appointed Director is absent from three meetings in a fiscal year, the position shall be declared vacant, and the vacancy filled according to these bylaws.
- 3) An officer or director who has served more than half a term is considered to have served a full term in that office.

Section 3.

Functions of the Board of Directors

a. The Board of Directors shall:

- 1) Assume general supervision of the affairs of the Society between its business meetings.
- 2) fix the hour and place of meetings.
- 3) make recommendations to the Society.
- 4) determine policy and set direction of the Society.
- 5) adopt and promote a code of ethics.
- 6) perform such other duties as are specified in these bylaws and by the voting membership.
- 7) establish standing committees.
- 8) appoint special committees.
- 9) oversee activities of ACGS library, including the appointment of a chairperson.
- 10) maintain and update each fiscal year an inventory of the property of the Society, or duly designate a member for same.

Section 4.

Meetings

- a. Regular meetings of the Board of Directors shall be called at any time and place to be determined by the president.
- b. Special meetings may be called at any time on order of the president, or on order of any three (3) officers and/or directors.
- c. Notice of regular or special meetings of the Board of Directors, stating time and place, shall be mailed or given in person to the members of the Board, not later than two weeks prior to the meeting.
- d. When all members of the Board are present at any meeting, any business may be transacted without prior notice.
- e. A quorum at any meeting shall be one more than half the majority of officers and directors. An affirmative vote by a majority of those present shall be necessary to pass any resolution or to authorize any act for and by the Society.
- f. Where one person may hold two offices simultaneously, this person shall count as two for the purpose of a quorum, but such person shall be entitled to only one vote.

Section 5.

Compensation

- a. Board members shall not be entitled to salary, bonuses, or other remuneration for services performed while holding office on the Board of Directors.
- b. A director may be reimbursed for actual out-of-pocket expenses incurred as a result of performing some extracurricular duty authorized by the Board.
- c. Travel expenses to and from meetings are not subject to reimbursement.

ARTICLE VI

CHAPTERS

- Section 1. Establishment
The Board of Directors may establish a chapter of the Society in any state, province, territory, or region, on the petition of fifteen (15) members of ACGS residing or employed within the area.
- Section 2. Bylaws
a. A chapter must adopt its own bylaws, which shall not be in conflict with those of ACGS.
b. The bylaws, and all amendments thereto, of all member chapters shall, upon adoption, be immediately forwarded for approval by the Board of Directors of ACGS.
- Section 3. Membership
All members admitted into a chapter must be members of ACGS.
- Section 4. Dues
a. Dues shall not exceed those charged by ACGS.
b. Dues shall be paid to ACGS and shall be apportioned sixty (60) percent to ACGS and forty (40) percent to the local chapter.
c. The local chapter's share of the dues shall be remitted monthly, according to the fiscal year of the ACGS.
- Section 5. Meetings of Chapters
Each chapter shall hold at least two general meetings each fiscal year.
- Section 6. Reporting
a. Each chapter shall send a written report of its general and Board meetings and activities to the president of ACGS within one month following each meeting.
b. Each chapter shall submit to the Board of Directors of ACGS a complete roster of officers and directors.
- Section 7. Fiscal Year
The fiscal year of local chapters shall be the same as that of ACGS.
- Section 8. Financial Responsibilities
The American Canadian Genealogical Society shall not be made responsible for any financial obligations made by any chapter or individual thereof.
- Section 9. Dissolution
a. Each chapter may be dissolved at its request by the Board of Directors of ACGS.
b. A chapter shall be dissolved if it becomes inactive or fails to comply with the provisions of this article.
c. All properties of a chapter shall revert to ACGS, with the exception of all materials on permanent loan to the chapter.

ARTICLE VIII

MEETINGS

Section 1. General Meetings

- a. There shall be at least two (2) general meetings of the members of the Society each year. One shall be held in the spring and the other in the fall of the year.
- b. The fall meeting shall be the annual business meeting of the Society and the elections of Officers and Directors shall be held at that meeting.
- c. The time and place of the meetings shall be determined by the Board of Directors.
- d. Notice of the date, time, and place of the two meetings shall be mailed to each member at least three (3) weeks prior to said meetings.

Section 2. Special Meetings

- a. Special meetings of the membership of the Society may be called and held at such time and place as may be determined by the President or a majority vote of the Board of Directors.
- b. Notice of such meetings, starting date, time and place, and purpose, shall be given in the same manner as notices of general meetings.
- c. Request for a special meeting may be made by petition of twenty-five (25) or more active members, and each such request shall within 45 days, set a time and place for the meeting.

Section 3. Quorum

- a. At any meeting where the total membership has been notified, the quorum shall consist of those members in attendance in addition to a majority of the Board of Directors.
- b. A majority vote of all members present, including the Board of Directors, shall be necessary for the passage of any motion, resolution, or any act authorizing the involvement of the Society.

Section 4. Order of Business

- a. The order of business at the annual meeting shall be as follows:
 - 1) Reading and approval of the minutes of the previous annual meeting.
 - 2) Report of the Corresponding Secretary
 - 3) Report of the Treasurer.
 - 4) Report of the President.
 - 5) Report of Committees
 - a) Standing
 - b) Special
 - 6) Unfinished business.
 - 7) New business.
 - 8) Nomination of Officers and Directors.
 - 9) Elections.

ARTICLE IX

NOMINATION AND ELECTION OF OFFICERS

Section 1. Nominations for officers and directors shall be, at the time of the annual meeting: a) presented by the Committee on Nomination and Elections; b) made from the floor.

Section 2. At the annual meeting, the members shall elect, by written ballot, a full slate of officers and directors.

- Section 3. Elections
- a. A majority vote of members in attendance shall be required for the election of any officer or director, or the slate as a whole.
 - b. In case of a tie, the choice shall be determined by lot.
 - c. The term of office shall begin upon election.

ARTICLE X

COMMITTEES

- Section 1. Definition
- There shall be standing committees which shall assume such duties as specified in these bylaws, and such other duties as may be assigned.

- Section 2. Composition
- a. A standing committee shall consist of a number of members, as determined by the Board and the needs of the committee.
 - b. A standing committee shall be assigned by the Board and serve until successors are appointed.
 - c. Absence from three (3) consecutive meetings in a fiscal year shall constitute a resignation, and the vacancy shall be filled by the Board.

- Section 3. Committee on Bylaws
- a. Shall solicit and study suggestions for proposed amendments.
 - b. Shall review the bylaws annually and make recommendations regarding same to the Board of Directors.
 - c. Shall receive proposed amendments from members no later than June 1 for consideration at the annual meeting.

- Section 4. Committee on Nominations and Elections
- a. Shall consist of a chairperson and at least three (3) members.
 - b. Shall present a slate to the Board of Directors, in writing, at least three (3) weeks prior to the annual meeting.
 - c. Three (3) tellers shall be appointed by the Board prior to the time of the annual meeting.
 - d. The Chairperson shall conduct the nominations and elections according to these bylaws and the parliamentary authority.

- Section 5. Committee on Ethics and Legislation
- The Committee on Ethics and Legislation shall:
- a. Interpret the Code of Ethics for genealogists.
 - b. Formulate and recommend revisions to same.
 - c. Devise methods for implementation and enforcement of the code.
 - d. Be accountable to the Board of Directors and report at annual meetings.
 - e. Study and promote legislation which supports genealogical research.

- Section 6. Committee on Library
- The chairperson shall:
- a. Be accountable to the Board of Directors.
 - b. Have custody of the holdings, books, other written or printed matter, and equipment.
 - c. Have control over members' access to the library holdings

- Section 7. Special Committees
- Shall be appointed by the President with the approval of the Board of Directors.

ARTICLE XI

OFFICIAL PUBLICATION

- Section 1. Title
THE GENEALOGIST shall be the official journal of this Society.
- Section 2. Publication
The official journal of the Society shall be published as determined by the Board of Directors, and shall be provided to each member of ACGS as stated under membership.

ARTICLE XII

AMENDMENTS

- Section 1. Amendments with Notice
- a. These bylaws may be amended at the annual meeting by a two-thirds vote of the members present and voting.
 - b. Proposed amendments shall be submitted no later than June 1 for consideration at the annual meeting.
 - c. Members shall be notified by mail of any recommended changes to the bylaws at least two (2) weeks prior to the date of the annual meeting.
 - d. Amendments proposed by the Committee on Bylaws shall be in the hands of the Board at least two (2) months prior to the scheduled annual meeting, and shall be appended to the call to meeting.
- Section 2. Amendments without Notice
These bylaws may be amended without previous notice at any annual meeting by ninety-nine (99) percent of the members present and voting.

ARTICLE XIII

FISCAL YEAR

- Section 1. The fiscal year shall be from January 1 through December 31 of each year.
- Section 2. At the end of the fiscal year, the account books of the Society shall be audited and a written report shall be made to the general membership prior to the spring conference.

ARTICLE XIV

USE OF NAME

The ACGS, its local chapters and subsidiaries have the sole and exclusive use of the name: AMERICAN-CANADIAN GENEALOGICAL SOCIETY.

ARTICLE XV

PARLIAMENTARY AUTHORITY

The rules contained in the most recent version of ROBERT'S RULES OF ORDER shall govern meetings of this Society in all cases in which they are applicable and in which they are not inconsistent with these bylaws.

ARTICLE XVI

DISSOLUTION

In the event that the American-Canadian Genealogical Society dissolves, all properties shall be donated to the Manchester (New Hampshire) City Library, and therefore would remain available to all researchers, with the exception of all materials on permanent loan to the Society.

Revised/Approved 7 October 1989